

ARTICLE IV

THE CITY MANAGER

Qualifications

Section 39. The City Manager shall be chosen by the City Council solely on the basis of his executive and administrative qualifications with special reference to his actual experience in, or his knowledge of, accepted practice in respect to the duties of his office as hereinafter set forth. At the time of his appointment he need not be a resident of the City or State, but during his tenure of office he shall reside within the City.

Powers and Duties

Section 40. The City Manager shall be the chief executive officer and the head of the administrative branch of the city government. He shall be responsible to the City Council for the proper administration of all affairs of the City, and to that end he shall have power and shall be required to:

- (1) Appoint and, when necessary for the good of the service, remove all officers and employees of the City except as otherwise provided by this Charter and except as he may authorize the head of a department to appoint and remove subordinates in such department.
- (2) Prepare the budget annually and submit it to the City Council and be responsible for its administration after adoption.
- (3) Prepare and submit to the City Council at the end of the fiscal year a complete report on the finances and administrative activities of the City for the preceding year.
- (4) Keep the City Council advised of the financial condition and future needs of the City and make such recommendations as may seem to him desirable and proper.
- (5) Perform such other duties as may be prescribed by this charter or required of him by the City Council.

Absence of City Manager

Section 41. To perform his duties during his temporary leave of absence or disability, the Mayor may designate by letter filed with the City Secretary a qualified administrative officer of the City to serve for the City Manager. Concerning out of town business, illness, or vacation the City Manager may be delegated authority to designate an individual to serve in the absence of the City Manager.

Director of Departments

Section 42. At the head of each administrative department there shall be a director. He shall be an officer of the City and shall have supervision and control of the department subject to the City Manager.

Two or more departments may be headed by the same individual; the City Manager may head one or more departments, and directors of departments may also serve as chiefs of divisions.

Departmental Divisions

Section 43. The work of each administrative department may be distributed among the divisions thereof subject to approval of the City Manager.